

DOCUMENT RESUME

ED 192 050

CE 026 533

TITLE Kansas Curriculum Materials Dissemination Center Curriculum Materials, 1978.

INSTITUTION Kansas Curriculum Materials Dissemination Center for Vocational, Technical and Career Education, Pittsburg.

PUB DATE 78

NOTE 55p.: Some sections may not reproduce well due to light type.

EDRS PRICE MF01/PC03 Plus Postage.

DESCRIPTORS *Agricultural Education; *Allied Health Occupations Education; Annotated Bibliographies; Bibliographies; *Career Education; Cooperative Education; Curriculum; *Curriculum Guides; Distributive Education; Home Economics; Industrial Arts; Inservice Teacher Education; *Instructional Materials; Occupational Home Economics; Trade and Industrial Education; Units of Study; *Vocational Education

IDENTIFIERS *Kansas Curriculum Materials Dissemination Center

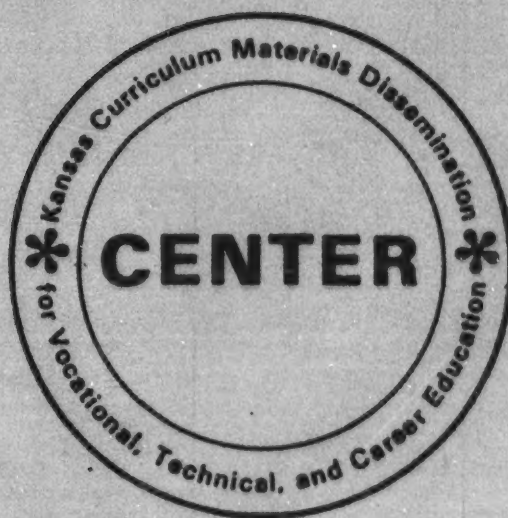
ABSTRACT

This publication contains over sixty references to curriculum materials available from the Kansas Curriculum Materials Dissemination Center for Vocational, Technical, and Career Education (KCMDC). These materials are divided into eleven groups: KCMDC-Produced Materials, Vocational Agriculture Education, Distributive Education, Health Occupations, Home Economics Education, Trade and Industrial Education, Career Education, In-Service Training, Cooperative Education, Industrial Arts Education, and Vocational Related Studies. Each reference is presented in a format including some or all of the following information: title, number of pages, year and place of publication, brief annotation, and abbreviated table of contents. (Ordering instructions are provided at the end.) (YIE)

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CURRICULUM MATERIALS

1978



Kansas Curriculum Materials Dissemination
Center for Vocational, Technical, and
Career Education

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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KCMDC PRODUCED MATERIALS

ABSTRACTS OF SELECTED VOCATIONAL, TECHNICAL,
AND CAREER EDUCATION CURRICULUM MATERIALS
AVAILABLE IN THE UNITED STATES
1977, Kansas.

Price \$15.00

This manual was edited by Melinda Carey of the Kansas Curriculum Materials Dissemination Center, Pittsburg State University, to provide educators with sources of non-commercial curriculum materials.

Each abstract contains the following information:

- Name of Developer
- Title of Materials
- Type of Material
- Type of Student (Regular, Disadvantaged, etc.)
- Grade Level Intended
- Copyright Restrictions
- Purchase Unit Cost
- Short Description of the Information Contained

(Includes Nine Sections Containing 329 Abstracts)

- Section I: OE 01 Agriculture.
- Section II: OE 04 Distributive Education.
- Section III: OE 07 Health Occupations.
- Section IV: OE 09 Home Economics.
- Section V: OE 14 Office Occupations.
- Section VI: OE 16 Technical Education.
- Section VII: OE 17 Trade & Industrial Occupations.
- Section VIII: Career Education.
- Section IX: Cooperative Occupational Education.

KCMDC PRODUCED MATERIALS

THE ORGANIZATION AND MANAGEMENT OF
SMALL BUSINESSES
A Curriculum Guide, 400 Pages
1977, Kansas.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 9.50

This publication has been written by Merlyne Hines of the Kansas Curriculum Materials Dissemination Center, Pittsburg State University, as an instructional guide in the basics of operating and managing a small business. This instrument is recommended for Cooperative Education Programs, Combination Cooperative Vocational Education Programs, Distributive Education Programs, and Business Education Departments of both secondary and post-secondary institutions as supplement to their business curriculum.

(Includes Two Sections Containing 13 Instructional Units)

- Section I: Introduction, Forms of Ownership, Small Business Feasibility, Sources of Funds, Retailing, Wholesaling, and Franchising.
- Section II: Financial Management, Expense, Credit, and Inventory Control, Personnel Management, Insurance for Small Business, Small Business Taxes, Small Business Legal Considerations, Small Business Advertising, Public Relations and the Small Business.

KCMDC PRODUCED MATERIALS

SAFETY PRACTICES IN THE AUTO, DIESEL,
AND AGRICULTURE MECHANICS SHOPS
A Curriculum Guide, 221 Pages
1977, Kansas.

Teacher's Guide Price \$ 8.50
Student's Guide Price \$ 6.50

This publication was written by Janis Parr of the Kansas Curriculum Materials Dissemination Center, Pittsburg State University, to provide instructors in agriculture, diesel, or automotive mechanics shops with background information necessary to train students not only in maintaining a safe working environment, but also in complying with OSHA rules and regulations. Sources where additional information may be obtained are included.

(Includes Eleven Instructional Units in the Following Special Areas)

- Section I: Safety and Its History.
- Section II: General Shop Safety.
- Section III: Fire Safety.
- Section IV: Hand Tool Safety.
- Section V: Portable Power Tools.
- Section VI: Stationary Power Tool Safety.
- Section VII: Using Jacks and Hoists Safely.
- Section VIII: Battery Safety.
- Section IX: Mounting Tires on Rims Safely.
- Section X: General Welding Safety.
- Section XI: Specialty Areas (Air Conditioning, Fuel Injection, Timing Lights, Alignment Rack, Distributor Machine, Dynamometer, Cleaning Equipment).

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE I	Teacher's Guide Price	\$12.00
A Curriculum Guide, 375 Pages	Student's Guide Price	\$ 6.50
1977, Kansas.		

(Includes Six Sections Containing 25 Instructional Units)

- Section I: Orientation to Vocational Agriculture, Careers in Agriculture.
- Section II: Introduction to the Future Farmers of America, Duties and Responsibilities of FFA Members, Parliamentary Procedure and Public Speaking.
- Section III: Planning and Implementing the Supervised Occupational Experience Program, Keeping Records for the Supervised Occupational Experience Program, Planning and Implementing the Supervised Training Program in Agribusiness, FmHA Youth Loan Program.
- Section IV: The Livestock Industry, Breeds of Livestock, Livestock Selection, Livestock Feeding.
- Section V: Plant and Soil Science.
- Section VI: Orientation and General Safety, Arc Welding, Metal Work, The Twist Drill, Tap and Die Threading, Hacksaws, Files, and Miscellaneous, Introduction to Oxyacetylene Cutting, Oxyacetylene Cutting, Fasteners, Farm Safety Identification and Safe Use of Power Tools.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE II	Teacher's Guide Price	\$12.00
A Curriculum Guide, 560 Pages	Student's Guide Price	\$ 6.50
1976, Kansas.		

(Includes Six Sections Containing 36 Instructional Units)

- Section I: Introduction to Agriculture Chemicals, Future Farmers of America.
- Section II: Analysis and Evaluation for Supervised Farm Training Program, Farm Records-Record Book Closing, Planning and Implementing the Supervised Training Program for Agribusiness, Farm Credit.
- Section III: Elementary Study of Soils, Soil Conservation Practices, Plant Growth and Reproduction, Seed Selection, Land Preparation, Chemical Weed Control, Plant Insect Control, Plant Diseases, Landscaping.
- Section IV: Animal Nutrients, Animal Digestion, Animal Health, Parasites, Grades and Cuts of Beef, Pork, and Lamb, Quality Grades, Dairy Cattle.
- Section V: Blueprint Reading, Position Welding, Oxyacetylene Fusion Welding, Oxyacetylene Brazing, Wood Fasteners, Figuring Bills of Materials, Introduction to Plumbing, Construction of Concrete Forms, Placing, Finishing and Curing Concrete.
- Section VI: Quiz Materials.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE III

A Curriculum Guide, 1,056 Pages
1976, Kansas.

Teacher's Guide Price \$15.00

Student's Guide Price \$ 6.50

(Includes Six Sections Containing 30 Instructional Units)

- Section I: Marketing Crops, Fertilizers, Improving Native
 Rangeland, Establishing and Improving Tame Pastures,
 Crop Planting.
- Section II: Reproductive Organs of Farm Mammals, Collecting and
 Examining Semen, Artificial Insemination, Fertility
 and Pregnancy Testing, Market Grades and Classes of
 Livestock, Marketing Livestock and Market Agencies,
 Livestock Price Trends and Cycles, Selecting and
 Breeding Livestock.
- Section III: Analysis and Evaluation for Supervised Farm Training
 Program, Farm Records, Record Book Closing, Core
 Curriculum for Agribusiness Record, Transferring Records
 to Current Account Book, Acquisition of Farm Land, Budgeting.
- Section IV: Importance of Public Speaking, Developing and delivering
 a Speech.
- Section V: Career Selection, Human Relations.
- Section VI: Fundamentals of Electricity, Electrical Safety, Electrical
 Wiring Practices, Planning the Wiring Layout, Electric
 Motors, Using the Farm Level, Brush Painting, Engine
 Operation, Servicing Small Engines, Farm Fuels.

VOCATIONAL AGRICULTURE EDUCATION

VOCATIONAL AGRICULTURE IV

A Curriculum Guide, 1,181 Pages
1976, Kansas.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Four Sections Containing 38 Instructional Units)

- Section I: Farm Records, Farm Inventories, Net Worth Statement, Financing the Farm Business, Sources of Credit, Insurance, Tax Management, Machinery and Equipment Management-Custom Service Versus Ownership, Analysis and Evaluation of Supervised Farm Training Program, Farm Records-Record Book Closing, Transferring Records to Current Account Book, Planning and Implementing the Supervised Training Program for Agribusiness, Co-Ops in Agriculture.
- Section II: Developing the FFA Program of Activities, Kansas Young Farmers and Farm Wives, Selecting a Career.
- Section III: Land Judging, Homesite Evaluation, Soil Sampling, Soil Survey Reports and Legal Land Description, Soil Conservation Service and Conservation Districts, Agriculture Stabilization and Conservation Service.
- Section IV: Building Farm Fences, Rafter Framing, Farm Utility Buildings, Servicing the Tractor-Air Supply System, Service Wheel Bearings, Battery Service, Servicing the Tractor, Lubrication System, Fuel System, Ignition System, Cooling System, Spray Painting, Baler Operation, Combines, Cast Iron Welding, Hard Surfacing, Field Sprayer, Hydraulics.

VOCATIONAL AGRICULTURE EDUCATION

AGRICULTURE SALES AND SERVICES	Teacher's Guide Price	\$ 3.25
A Curriculum Guide, 412 Pages	Student's Guide Price	\$ 2.50
1976, MAVCC.		

(Includes Seven Sections Containing 14 Instructional Units)

- Section I: Orientation, Training Agreement, Organizations.
- Section II: Human Relations in Agribusiness.
- Section III: Selling and Salesmanship.
- Section IV: Advertising.
- Section V: Marketing Agricultural Products.
- Section VI: Agribusiness Machines, Sales Procedures and Records, Merchandise Control.
- Section VII: Credit Analysis and Management, Insurance, Tax Management, Legal Aspects of Agribusiness.

FORESTRY	Teacher's Guide Price	\$15.00
A Curriculum Guide, 548 Pages		
1974, Oklahoma.		

(Includes Six Sections Containing 20 Instructional Units)

- Section I: The Forest (Orientation).
- Section II: Identifying Oklahoma Trees, Using Measurement Units to Solve Forestry Problems.
- Section III: Forest Surveying, Forest Land Location, Tree Measurements, Log Scaling, Pine Tree Grading, Strip Cruising, Plot Cruising, Point Sampling, Hardwood Tree Grading.
- Section IV: The Silvicultural System, Marking Timber in Thinnings, Seeding and Planting, Timber Stand Improvement.
- Section V: Fire Fighting, Prescribed Burning, Insect Damage Identification.
- Section VI: Forest Business Methods.

DISTRIBUTIVE EDUCATION

DISTRIBUTIVE EDUCATION I

A Curriculum Guide, 518 Pages
1973, Oklahoma.

Teacher's Guide Price \$12.00

Student's Guide Price \$ 6.50

(Includes Nine Sections Containing 25 Instructional Units)

Section I: DECA

Section II: Free Enterprise System, Marketing Distribution System.

Section III: Purpose of DE.

Section IV: Good Grooming, Wardrobe, Personality.

Section V: Human Behavior, Custom and Policies.

Section VI: Introduction to Basic Selling, Business Letter,
Telephone.

Section VII: Finding the Right Job, Personal Data Sheet, Application
Form, Job Interview, Social Security.

Section VIII: Budgeting, Credit, Banking Services, General Insurance.

Section IX: Whole Numbers, Multiplying Decimals, Percent, Wages.

DISTRIBUTIVE EDUCATION

DISTRIBUTIVE EDUCATION II
A Curriculum Guide
Revised 1976, Oklahoma.

Teacher's Guide Price \$15.00
Student's Guide Price \$ 6.50

(Includes Thirteen Sections)

- Section I: Introduction to Distributive Occupations.
- Section II: DECA.
- Section III: Job Application and Interview.
- Section IV: Handling Money.
- Section V: Cash Register.
- Section VI: Shoplifting Prevention.
- Section VII: Communications.
- Section VIII: Human Relations.
- Section IX: Product Information.
- Section X: Selling.
- Section XI: Display.
- Section XII: Advertising.
- Section XIII: Economics.

DISTRIBUTIVE EDUCATION

DISTRIBUTIVE EDUCATION III

A Curriculum Guide, 518 Pages
1972, Oklahoma.

Teacher's Guide Price \$15.00

Student's Guide Price \$ 6.50

(Includes Nine Sections Containing 22 Instructional Units)

- Section I: Managerial Development, The American Economic System, Government and Business, Business Opportunities.
- Section II: Marketing Activities in the Economy, Research Procedures.
- Section III: Site Location, The Physical Facilities, Selection of Equipment.
- Section IV: Capital Resources, Financial Statements.
- Section V: Purchasing Policies and Buying Systems, Source Selection and Buying Negotiations, Planning Stock Controls.
- Section VI: Business Organization and Functions, Business Ethics and Policies, Personnel Selection and Training, Personnel Management.
- Section VII: Budgeting and Media Selection, Campaign Planning and Implementation.
- Section VIII: Sales Management and Employee Motivation.
- Section IX: Marketing Innovations and the Retailer.

*DISTRIBUTIVE EDUCATION***FASHION MERCHANDISING**

Teacher's Guide Price \$15.00

A Curriculum Guide, 596 Pages

1974, Oklahoma.

(Includes Eight Sections Containing 21 Instructional Units)

- Section I: Introduction to Fashion Merchandising, Customer Service in Relation to Store Image.
- Section II: The Fashion Cycle, Basic Fashion Theories.
- Section III: Introduction to Visual Merchandising, Creating a Display, Show Card Lettering.
- Section IV: Introduction to Sales Skills, The Customer and the Buying Decision, Benefit and Feature Selling, Approach, Presentation, Sales Resistance, Closing the Sale, Suggestive Selling and Building a Customer Following.
- Section V: The Buyer and Fashion Buying, Buying and Merchandise Control, Pricing.
- Section VI: Fashion Industry and the Fashion Designer.
- Section VII: Advertising.
- Section VIII: Human Relations.

HEALTH OCCUPATIONS

NURSE ASSISTANT

A Curriculum Guide, 439 Pages
1971, Oklahoma.

Teacher's Guide Price \$10.00
Student's Guide Price \$ 6.50

(Includes Four Sections Containing 13 Instructional Units)

- Section I: Orientation of the Nurse Assistant; To the Health Institutions, To the Occupations.
- Section II: Bedmaking, Patient Cleanliness, Body Elimination, Nutritional Needs.
- Section III: Vital Signs, Admission, Discharge, and Physical Examination, Positioning and Body Mechanics, Application of Cold and Heat.
- Section IV: Medical Asepsis, Preoperative and Postoperative Care, Care of the Aging, the Dying, and the Dead.

ADVANCED NURSE ASSISTANT

A Curriculum Guide, 379 Pages
1971, Oklahoma.

Teacher's Guide Price \$10.00
Student's Guide Price \$ 6.50

(Includes Four Section Containing 16 Instructional Units)

- Section I: Orientation.
- Section II: Surgical Asepsis, Methods of Sterilization, Surgical Equipment and Sutures.
- Section III: Admission and Ante-Partum Care, Preparing for Delivery, Postpartum Care of the Mother, Infant Characteristics, Care of the Infant, Feeding the Baby, Working in the Nursery.
- Section IV: Emergency Care, Heart-Lung Resuscitation, Emergency Care of Cardiac Patients, Treatment for Respiratory Distress.

HEALTH OCCUPATIONS

NURSING I

A Curriculum Guide, 1,593 Pages
1974, Oklahoma.

Teacher's Guide Price \$20.00

Student's Guide Price \$12.00

(Includes Three Sections Containing 51 Instructional Units)

Section I: Orientation to Practical Nursing, Introduction to Personal Vocational Relationships, Communications, Historical Development of Nursing, Legal and Ethical Responsibilities, Nursing and Community Organizations, The Health Care Team, Understanding the Patient as a Total Person.

Section II: Introduction to Basic Nursing, Body Mechanics, The Patient's Environment, Medical Asepsis, Making Beds, Patient Cleanliness, Observation and Recording, Patient Movement and Activity, Nutrition and Fluids, Body Elimination, Vital Signs, Rest and Sleep, Application of Heat and Cold, Admission, Examination, Transfer, Discharge, Collecting Specimens.

Section III: Anatomy and Physiology; Basic Concepts of Physical Sciences, Basic Concepts of the Life Sciences, Points of Reference for the Study of Body Systems, The Integumentary System, The Skeletal System, The Muscular System, The Digestive System-The Alimentary Canal, The Digestive System-Accessory Organs and Digestion, The Blood, The Circulatory System, The Respiratory System, The Urinary System, The Nervous System, The Special Senses, The Endocrine System, The Reproductive System. Microbiology; Microbiology, Bacteriology, Infectious Diseases, Immunology, Control of Infectious Diseases. Nutrition; Introduction to Nutrition, Metabolism, Carbohydrates, Proteins, and Fats, Vitamins and Minerals, Water and Cellulose, Nutrition Evaluation, Diet Modifications.

HEALTH OCCUPATIONS

NURSING II

A Curriculum Guide, 1,673 Pages
1975, Oklahoma.

Teacher's Guide Price \$20.00
Student's Guide Price \$12.00

(Includes Five Sections Containing 43 Instructional Units)

- Section I: Introduction to Pharmacology, Responsibility of the Practical Nurse in the Administration of Medication, Weights, Measures, and Abbreviations, Computing Dosages, Preparation of Solutions, Effects of Drugs, Administration of Medications, Syringes and Needles, Administration of Parenteral Medications, Administration of Insulin, Other Methods for Administering Medications, Charting Medications.
- Section II: Surgical Asepsis, Ventilation, Administration of Oxygen, Urinary Catheterization, The Indwelling Catheter, Isolation Technique, Preoperative and Postoperative Care, Terminal and Postmortem Care, Planning Nursing Care.
- Section III: Introduction to Maternal and Infant Care, Pregnancy and Prenatal Care, Care of the Patient in Labor, Care of the Patient in the Delivery Room, Care of the Postpartum Mother, Care of the Normal Newborn, Caring for the Premature Infant, Caring for the Newborn with Abnormalities.
- Section IV: Introduction to Nursing of Children, Growth and Development of the Infant, Caring for the Hospitalized Infant, Growth and Development of the Toddler, Caring for the Hospitalized Toddler, Growth and Development of the Preschool Child, Caring for the Hospitalized Preschool Child, Growth and Development of the School-Age Child, Caring for the Hospitalized School-Age Child, Growth and Development of the Adolescent, Caring for the Hospitalized Adolescent.
- Section V: Introduction to Medical Surgical Nursing, Nursing the Female Patient with Diseases of the Reproductive System, Caring for the Patient with Diseases of the Respiratory System.

HEALTH OCCUPATIONS

OCCUPATIONAL CHILD DEVELOPMENT

A Curriculum Guide, 788 Pages
1975, MAVCC.

Teacher's Guide Price \$ 4.50

Student's Guide Price \$ 3.75

(Includes Seven Sections Containing 35 Instructional Units)

- Section I: Introduction.
- Section II: Employment in Child Care Occupations, Job Orientation, Roles of the Child Care Worker, History of Early Childhood Education, Observation of Children.
- Section III: Beginning a Family, Prenatal Care, The Birth and Delivery of the Baby, Care of Mother, Management of Parent Responsibilities, Infancy.
- Section IV: Introduction to Development, Developing a Positive Self-Image, Language Development, Motor Development, Sensory Development, Concept Formation, Development of Daily Living Skills, Social and Emotional Development, Guidance and Discipline.
- Section V: Value of Play, Toys, Dramatic Play, Art, Music, Children's Literature, Science, Games, Enrichment, Career Awareness.
- Section VI: Child Nutrition, Child Health and Safety.
- Section VII: Middle Childhood, Exceptional Child.

HOME ECONOMICS EDUCATION

HOME AND COMMUNITY SERVICES

A Curriculum Guide, 719 Pages
1972, Oklahoma.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Five Sections Containing 31 Instructional Units).

- Section I: Orientation, Caring for the Baby, Behavior and Discipline, Creative Activities, Tots at the Table.
- Section II: Getting to Know Your Machine, Care of the Sewing Machine, Operating the Sewing Machine - Unthreaded, Prepare the Machine for Sewing, Preparation of Cloth for Cutting, Making a Purse Sized Tissue Holder.
- Section III: Using Nonfat Dry Milk, Short Orders, The Class Picnic.
- Section IV: Personal Income, Managing Personal Income, Planned Spending, Credit.
- Section V: Scheduling, Cleaning Equipment, Kitchen Cleaning, Cleaning Ceilings, Walls, and Woodwork, Cleaning Carpet and Wood Floors, Cleaning Wood and Upholstery Furniture, Home Safety, Repair or Replace a Lamp Socket, Replace a Heater Plug, Repair Service Cords, Minor Plumbing Repairs.

*HOME ECONOMICS EDUCATION***HOME ECONOMICS I**

A Curriculum Guide, 869 Pages
1973, Revised 1977, Oklahoma.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Nine Sections)

- Section I: Orientation.
- Section II: Career Exploration.
- Section III: Child Development.
- Section IV: Clothing and Textiles.
- Section V: Consumer Education.
- Section VI: Food and Nutrition.
- Section VII: Housing and Home.
- Section VIII: Furnishing.
- Section IX: Personal Relations.

HOME ECONOMICS EDUCATION

HOME ECONOMICS II

A Curriculum Guide, 698 Pages
1974, Oklahoma.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Seven Sections Containing 24 Instructional Units)

- Section I: Obtaining a Job, Progress on the Job, Business Etiquette.
- Section II: Guiding the Preschool Child, Middle Childhood.
- Section III: Labeling, Textiles, Buying Ready to Wear Garments,
Garment Construction.
- Section IV: Banking Services, Credit, Buying Practices.
- Section V: Meats Identification, Nutrition of Meats, Consumer
Buying of Meats, Inspection and Grading, Meat Purchasing,
Meat Preparation, Yeast Breads, Pastry.
- Section VI: Selection of Housing and Home Furnishings, Room Arrangement.
- Section VII: Introduction to Adolescence, Dating and Mate Selection.

HOME ECONOMICS EDUCATION

FOOD SERVICE: PRODUCTION & SERVICE
A Curriculum Guide, 1,174 Pages
1976, MAVCC.

Teacher's Guide Price \$ 6.50
Student's Guide Price \$ 5.75

(Includes Nine Sections Containing 50 Instructional Units)

- Section I: Food Service Industry, Human Relations, Appearance, Teamwork.
- Section II: Hazardous and less Hazardous Equipment, Hand Tools and Utensils.
- Section III: Fire Safety, Safe Work Habits, Dining Room Safety, OSHA.
- Section IV: Personal Hygiene, Housekeeping, Food Handling and Storage, Common Food-Borne Illnesses, Ware Washing.
- Section V: Weights and Measures, Recipe Use, Personal Organization, Soups, Sauces, Meat Identification, Meat, Poultry, Fish, Eggs and Cheese, Rice and Pasta, Vegetables, Salads, Sandwiches and Fruits, Breads, Pastries, Cookies, Cakes, and Icings, Spices and Flavorings, Breakfast Cookery, Leftovers, Beverages.
- Section VI: Table Service, Table Setting, Cashiering and Hostessing.
- Section VII: Quantity Purchasing, Seasonal Purchasing, Pre-Prepared Items, Inventory Standards and Controls.
- Section VIII: Nutrition, Planning Menus, Catering, Costing.
- Section IX: Scheduling, Food Preparation/Service Supervision, Personnel Relationships, Keeping Records.

HOME ECONOMICS EDUCATION

VOCATIONAL CHILD DEVELOPMENT

Teacher's Guide Price \$10.00

A Curriculum Guide, 529 Pages
1974, Oklahoma.

(Includes Six Sections Containing 27 Instructional Units)

- Section I: Introduction.
- Section II: Beginning a Family, Prenatal Care, The Birth and Delivery of the Baby, Care of Mother, Management of Parent Responsibilities, Infancy.
- Section III: Introduction to Development, Developing a Positive Self-Image, Language Development, Motor Development, Sensory Development, Concept Formation, Development of Daily Living Skills, Guidance and Discipline.
- Section IV: Value of Play, Toys, Dramatic Play, Art, Music, Children's Literature, Science, Games, Enrichment.
- Section V: Child Nutrition, Child Health and Safety.
- Section VI: Employment in Child Care Occupations.

TRADE AND INDUSTRY EDUCATION

AIR CONDITIONING & REFRIGERATION I	Teacher's Guide Price	\$ 8.00
A Curriculum Guide, 889 Pages	Student's Guide Price	\$ 7.00
1977, MAVCC.		

(Includes Seven Sections Containing 22 Instructional Units)

- Section I: History and Development, Job Opportunities.
- Section II: General Safety, Specific Safety.
- Section III: Hand Tools, Special Tools, Measuring.
- Section IV: Tubing, Tubing Operations, Pipe.
- Section V: Soldering and Welding Equipment, Soft Soldering, Silver Brazing, Aluminum Soldering, Oxyacetylene Cutting, Welding, and Brazing, Electric Welding.
- Section VI: Basic Mechanical Refrigeration, Refrigerant System Accessories, Refrigerants, Evacuation.
- Section VII: Pressurizing and Leak Testing, Charging.

AIR CONDITIONING & REFRIGERATION II	Teacher's Guide Price	\$ 8.00
A Curriculum Guide, 922 Pages	Student's Guide Price	\$ 7.00
1977, MAVCC.		

(Includes Six Sections Containing 21 Instructional Units)

- Section A: Fundamentals of Electricity, Electrical Test Instruments Electric Power
- Section B: Basic Electric Thermostats, Relays Protection Devices, Capacitors
- Section C: Introduction to Electric Motors, Split-Phase Motors, Shade-Pole Motors, Capacitors Motors, Three-Phase Motors.
- Section D: Wiring Diagrams
- Section E: Domestic Refrigeration Fundamentals, Sealed System Components, Domestic Refrigeration Defrost and Electrical Controls, Mechanical Servicing of Domestic Refrigerators, Troubleshooting Domestic Refrigerators, Domestic Refrigerator Ice Makers
- Section F: Fundamentals of Window Air Conditioners, Window Air Conditioner Repair

TRADE AND INDUSTRY EDUCATION

AUTO BODY	Teacher's Guide Price \$20.00
A Curriculum Guide, 1,564 Pages 1974, Oklahoma.	Student's Guide Price \$12.00

(Includes Eleven Sections Containing 42 Instructional Units)

- Section I: Orientation, General Safety, Body and Paint Shop Safety.
- Section II: VICA, Parliamentary Procedure and Public Speaking,
Becoming a Good Leader, Applying for a Job.
- Section III: Conventional and Unitized Body and Frame Construction.
- Section IV: General Hand Tools, Body Hand Tools, Power Tools and
Equipment, Refinishing Equipment.
- Section V: Oxyacetylene Fusion Welding, Oxyacetylene Braze Welding,
Oxyacetylene Cutting, Shielded Metal Arc Welding, Gas
Metal Arc Welding.
- Section VI: Surface Preparation - Metal Repair, Roughout, Metal
Finishing, Shrinking, Body Filling.
- Section VII: Exterior Molding and Trim Fasteners, Interior Trim,
Hardware, Glass, Fasteners.
- Section VIII: Under Body Measurement, Frame Alignment, Bumper and
Panel Alignment, Body Panel Replacement.
- Section IX: Sanding Painted Surfaces, Stripping Painted Surfaces,
Masking, Spraying Automotive Finishes, Detailing.
- Section X: Making an Estimate.
- Section XI: Basic Measurement, Battery Service, Circuits and Wires,
Engine Cooling System, Air Conditioning System.

TRADE AND INDUSTRY EDUCATION

AUTOMOTIVE EMISSION CONTROL

A Curriculum Guide, 350 Pages
1976, MAVCC.

Teacher's Guide Price \$4.50

Student's Guide Price \$3.75

(Includes Four Sections Containing 14 Instructional Units)

Section I: Introduction to Automotive Emission Control, Internal Combustion Engine Pollutants, Origin of Internal Combustion Engine Pollutants.

Section II: Heated Air Induction Systems, Evaporative Emission System.

Section III: Engine Modifications, Carburetor Modifications, Ignition Timing Systems, Transmission Controlled Spark System, Electronic Spark Control System, Exhaust Gas Recirculation System.

Section IV: Positive Crankcase Ventilation Systems, Air Injection System, Catalytic Converter Systems.

TRADE AND INDUSTRY EDUCATION

AUTO MECHANICS I

A Curriculum Guide, 1,116 Pages
1976, Oklahoma.

Teacher's Guide Price \$15.00
Student's Guide Price \$10.50

(Includes Five Sections Containing 23 Instructional Units)

- Section I: Orientation, Safety, Hand Tools, Arc Welding,
Oxyacetylene Cutting, Oxyacetylene Fusion Welding,
Oxyacetylene Braze Welding.
- Section II: Rules, The Outside Micrometer, The Inside Micrometer.
- Section III: Basic Engine Principles, Cooling System, Engine
Lubrication System, Exhaust System, Fuel System.
- Section IV: Wheel Bearings, Tires and Wheels, Wheel Balancing,
Suspension System, Steering System, Wheel Alignment.
- Section V: Brake System, Power Disc Brakes.

AUTO MECHANICS II

A Curriculum Guide
1977, Oklahoma.

New Material
Available in October, 1977

(Includes Four Sections Containing 18 Instructional Units)

- Section I: Remove and Replace Engine, Engine Disassemble, Clean,
and Inspect, Valve Train and Cylinder Head, Engine
Crankshaft, Bearings, Reconditioning, Cylinder and Piston
Reconditioning, Engine Reassembly.
- Section II: Basic Electrical Theory, Battery Service, Chassis Wiring,
Ignition System, Starting System.
- Section III: Clutch Assembly, Standard Transmission, Drive Lines,
Rear Axle, Automatic Transmission Service.
- Section IV: Air Conditioning, Heaters.

TRADE AND INDUSTRY EDUCATION

MOTORCYCLE REPAIR

A Curriculum Guide, 739 Pages
1977, MAVCC.

Teacher's Guide Price \$ 7.00
Student's Guide Price \$ 6.00

(Includes Ten Sections Containing 24 Instructional Units)

- Section I: Mechanical Drum and Shoe Brake Systems, Hydraulic Disc Brake Systems.
- Section II: Centrifugal Clutches, Multiplate Clutches, Automotive Single Plate Clutches.
- Section III: Constant Mesh Design, Constant Mesh Operation, Constant Mesh Service.
- Section IV: Chain and Sprocket Final Drives, Shaft Final Drives.
- Section V: Wheel Lacing and Truing, Wheel Bearings, Axles, and Balancing, Front Forks and Steering Stem, Rear Swing Arms and Shock.
- Section VI: Kickstarters.
- Section VII: AC Permanent Magnet Single Phase Charging Systems, AC Electromagnetic Three Phase Charging Systems, Battery Ignition Systems, Energy Transfet Ignition Systems, Capacitor Discharge Ignition Systems, Electrical Starting Systems.
- Section VIII: Slide Valve Carburetors.
- Section IX: 2-Stroke Oil Injection Systems.
- Section X: Overhead Camshafts.

TRADE AND INDUSTRY EDUCATION

DIESEL ENGINE MECHANICS A Curriculum Guide 1977, MAVCC.

Teacher's Guide Price \$15.00
Student's Guide Price \$13.00

(Includes Nine Sections Containing 41 Instructional Units)

- Section I: Orientation, Shop Safety, Basic Shop Tools.
- Section II: Test Equipment and Service Tools, Fasteners, Engine Operating Principles.
- Section III: Diesels Fuels, Lubricants, Coolants.
- Section IV: Bearings, Seals, Cylinder Head Assembly, Piston and Connecting Rod Assemblies, Camshafts, Gear Train and Engine Timing, Frames and Cylinder Blocks, Crankshafts and Bearings.
- Section V: Lubrication Systems, Cooling Systems, Air Intake and Exhaust Systems, Starting Systems.
- Section VI: Fuel System Components, Distributer Type Injection Pump, In Line Injection Pump, Unit Injector, P.T. Fuel System, Injection Nozzles, Governors.
- Section VII: Principles of Electricity, Storage Batteries, Starting Circuits, Generator Charging Circuits, Alternator Charging Circuits, Ignition Circuits.
- Section VIII: Operation and Maintenance, Diagnosis and Testing (Troubleshooting), Tune-Up and Adjustment, Engine Storage.
- Section IX: Arc Welding, Oxyacetylene Cutting, Oxyacetylene Fusion Welding, Oxyacetylene Braze Welding.

COMPREHENSIVE SMALL ENGINE REPAIR
 A Curriculum Guide, 832 pages
 1977, MAVCC

Teacher's Guide Price \$ 8.00
 Student's Guide Price \$ 7.00

(Includes Four Sections Containing 20 Instructional Units)

- Section A: Occupational Introductions, Safety, Tools, Measuring
- Section B: Engine Identification and Inspection, Basic Engine Principles and Design, Principles of Operation Four-Stroke Cycle and Two Stroke Cycle
- Section C: Basic Electricity, Ignition Systems, Charging Systems, Starting Systems
- Section D: Lubrication Systems, Cooling Systems, Fuel Systems, Governor Systems, Exhaust Systems, Troubleshooting, Overhaul of Four-Stroke Cycle Engines, Overhaul of Two-Stroke Cycle Engines

OUTBOARD MOTOR REPAIR
 A Curriculum Guide
 212 pages, 1977 MAVCC

Teacher's Guide Price \$ 3.50
 Student's Guide Price \$ 2.50

(Includes 9 instructional units)

- Unit I Electrical Remote Control Assembly
- Unit II Mechanical Remote Control Assembly
- Unit III Tilt Assemblies
- Unit IV Exhaust Housing
- Unit V Propellor and Trim Tabs
- Unit VI Cooling Systems
- Unit VII Mechanical Gearcase
- Unit VIII Electrical Gearcase
- Unit IX Fuel Supply Systems

TRADE AND INDUSTRY EDUCATION

SNOWMOBILE REPAIR

A Curriculum Guide, 359 Pages
1976, MAVCC.

Teacher's Guide Price \$ 3.50
Student's Guide Price \$ 3.00

(Includes Eight Sections Containing 20 Instructional Units)

- Section I: Skis, Steering.
- Section II: Engine Clutches, Drive Belts, Drive Belt Adjustment and Alignment, Driven Clutch Assembly, Drive Clutch Bearing Replacement.
- Section III: Chain Case Assemblies, Chain Replacement, Chain Repair.
- Section IV: Drive Axles, Rear Axles.
- Section V: Bogie Wheels, Slide Rail Suspension.
- Section VI: Shoe Type Brake Servicing, Disc Type Brake Servicing, Hydraulic Type Brake Servicing.
- Section VII: Track, Track Replacement.
- Section VIII: Shock Absorbers.

TRADE AND INDUSTRY EDUCATION

BASIC ELECTRONICS I

A Curriculum Guide, 589 Pages
1973, New Mexico.

Teacher's Guide Price	\$18.00
Student's Guide Price	\$ 8.50

(Includes Six Sections Containing 33 Instructional Units)

- Section I: Expectations, Safety, Lab Organization, VICA.
- Section II: The Nature of Matter, Sources of Electricity.
- Section III: Circuit Fundamentals, Soldering Techniques, Slide
Rule Fundamentals, Voltage, Current, Resistance,
Power, Ohm's Law, Series Circuits, Parallel Circuits,
Series-Parallel Circuits, Magnetism.
- Section IV: The Nature of Alternating Current, Inductance, Inductive
Resistance, Capacitance, RC Time Constants, Capacitive
Reactance, Series RCL Circuits, Paralled RCL Circuits,
Motors and Generators.
- Section V: Measuring Amperes, Volts, and Ohms, the Wattmeter, VTVM
and TRVM, Frequency Meters, Power Supplies, the
Oscilloscope, Signal Generators.
- Section VI: Applying for a Job.

TRADE AND INDUSTRY EDUCATION

BASIC ELECTRONICS II	Teacher's Guide Price	\$18.00
A Curriculum Guide, 900 Pages	Student's Guide Price	\$ 8.50
1975, New Mexico.		

(Includes Five Sections Containing 43 Instructional Units)

- Section I: Construction of Electron Tubes, Diodes, Triodes, Tetrodes, and Pentodes, Special Types of Tubes.
- Section II: Review of Nature of Matter, The P-N Junction, Transistors, Basic Transistor Circuits, Practical Transistor Circuits, Practical Transistor Circuits, Miscellaneous Devices, Integrated Circuits.
- Section III: Half-Wave Power Supplies, Full-Wave Power Supplies, Amplifiers, Oscillators, Receivers, Transmitters.
- Section IV: Orientation to Television, Tuners, Intermediate Frequency Amplifiers, Sound Circuits, Video Amplifiers, Picture Tubes, Synchronization Circuits, Horizontal Oscillators and AFC, Vertical Deflection Circuits, High Voltage Power Supplies, Orientation to Color, Color Difference Amplifiers and Clamping, Demodulators and Sideband Detection, Oscillator and Reactance Circuits and AFPC, Bandpass and Burst Amplifiers, Color Killers, and ACC.
- Section V: Orientation, Logic Circuits, Logic Devices, Transducers, Indicators and Recording Devices, Flow and Liquid Measuring Devices, Voltage Control Circuits, Positioning Devices, Ultrasonics, Temperature, Infrared, Laser, and Maser Devices, Radiation Devices.

TRADE AND INDUSTRY EDUCATION

DRAFTING

A Curriculum Guide, 731 Pages
1972, Oklahoma.

Teacher's Guide Price \$15.00
Student's Guide Price \$ 7.00

(Includes Twelve Sections Containing 13 Instructional Units)

- Section I: Orientation.
- Section II: Plate Information.
- Section III: Uppercase Pencil Lettering.
- Section IV: Sketching.
- Section V: Major Equipment Orientation.
- Section VI: Geometric Constructions.
- Section VII: Architect's Scale Usage in Sixteenths.
- Section VIII: Dimensioning Procedures.
- Section IX: Orthographic Projection.
- Section X: Isometric Pictorial Drawings, Oblique Pictorial Drawings.
- Section XI: Sectional Views.
- Section XII: Auxiliary Views.

TRADE AND INDUSTRY EDUCATION

GRAPHIC ARTS

A Curriculum Guide, 575 Pages
1975, New Mexico.

Teacher's Guide Price \$19.00
Student's Guide Price \$ 8.50

(Includes Twelve Sections Containing 36 Instructional Units)

- Section I: Graphic Arts Orientation, General Safety, School and Shop Policy.
- Section II: Type, Measuring and Fitting Type.
- Section III: Basic Graphic Design, Layout and Pasteup, Means of Composition, Proofs, Proofreading, and Corrections.
- Section IV: Varieties of Letterpress Image Carriers(Plates), Letterpress Lockup and Imposition, Letterpress Printing Operations, Overview of Multicolor Letterpress Printing.
- Section V: Basic Photography Overview.
- Section VI: The Process Camera and Operations, Darkroom Equipment, Maintenance, and Safety, Line Copy and Film Developing, Halftone Copy and Film Developing, Other Darkroom Techniques, Overview: Process Color Printing.
- Section VII: Overview: Tools, Equipment, and Materials for Stripping, Preparation for Stripping, Stripping Procedures.
- Section VIII: Overview: Equipment and Materials, Exposure and Processing of Offset Plates, Storage and Care of Offset Plates.
- Section IX: Overview: Offset Press Theory, Systems, and Designs, System Controls, Makeready and Running, Troubleshooting.
- Section X: Some Other Printing Techniques.
- Section XI: Paper, Ink, Cost Estimating and Printing Plant Economics, Legal Considerations.
- Section X Applying for a Job.

TRADE AND INDUSTRY EDUCATION

RESIDENTIAL CARPENTRY	Teacher's Guide Price	\$15.00
A Curriculum Guide, 1,027 Pages	Student's Guide Price	\$ 7.00
1973, Oklahoma.		

(Includes Twelve Sections Containing 27 Instructional Units)

- Section I: Orientation, Safety, Applying for a Job.
- Section II: VICA, Parliamentary Procedure and Public Speaking, Becoming a Good Leader.
- Section III: Lumber, Measuring.
- Section IV: Hand Tools, Machine Woodworking Tools.
- Section V: Blueprint Reading and Building Codes.
- Section VI: Site Selection, Site Preparation, Site Layout.
- Section VII: Forming.
- Section VIII: Floor and Sill Framing, Wall and Partition Framing, Roof Framing.
- Section IX: Roofing Materials and Application, Exterior Wall Coverings and Trim.
- Section X: Thermal Insulation, Dry Wall.
- Section XI: Stair Construction, Door Hanging and Trim, Cabinets and Built-Ins, Paneling.
- Section XII: Flooring.

TRADE AND INDUSTRY EDUCATION

MACHINE SHOP

A Curriculum Guide, 684 Pages
1972, Oklahoma.

Teacher's Guide Price \$15.00
Student's Guide Price \$ 7.00

(Includes Six Sections Containing 16 Instructional Units)

- Section I: Machine Trades Orientation, Safety.
- Section II: Ferrous and Ferrous Alloys, Nonferrous Materials, Heat Treatment.
- Section III: Fractions and Decimal Equivalents.
- Section IV: Rules, The Outside Micrometer, The Inside Micrometer, The Screw Thread Micrometer, The Depth Micrometer.
- Section V: Single-Point Cutting Tools.
- Section VI: Power Saws, Drill Presses, The Engine Lathe, Engine Lathe Operations.

WELDING

A Curriculum Guide, 697 Pages
1974, Oklahoma.

Teacher's Guide Price \$15.00
Student's Guide Price \$ 6.50

(Includes Six Sections Containing 16 Instructional Units)

- Section I: Safety, Orientation to Welding, Metals.
- Section II: VICA, Parliamentary Procedure and Public Speaking, Becoming a Good Leader, Applying for a Job, Measuring.
- Section III: Basic Blueprint Reading.
- Section IV: Oxyacetylene Cutting, Oxyacetylene Fusion Welding, Oxyacetylene Braze Welding.
- Section V: Shielded Metal Arc Welding, Shielded Metal Arc Welding Position Welding.
- Section VI: Gas Tungsten Arc Welding, Gas Metal Arc Welding.

CAREER EDUCATION

CAREER AWARENESS K-6, "I Can Be Me From A-Z" Price \$ 3.00
A Curriculum Guide, 70 Pages
1974, Oklahoma.

(Includes Two Sections Containing 10 Instructional Units)

This Curriculum is Designed to Aid Pupils in Developing Attitudes
Toward Self and the World of Work.

Section I: Art and Music, Reading (Getting Ready To Read),
(K-3) Mathematics, Language Arts.

Section II: Mathematics, Language Arts, Math and Social Studies,
(5-6) Social Studies.

ELEMENTARY DICTIONARY OF OCCUPATIONAL TITLES Price \$ 3.00
A Curriculum Guide, 279 Pages
1974, Oklahoma.

This Manual Contains the Qualifications for Occupations (Entry Level,
Skilled, Technical, and Professional) in the 15 Clusters Defined by
the U.S.O.E. It is Designed for Pupils in Upper Elementary Grades.
(This Occupational Handbook is Designed to be Used With the Career
Awareness Guide, "I Can Be Me From A-Z".)

CAREER EDUCATION

CAREER EXPLORATION, CONSTRUCTION CLUSTER
A Curriculum Guide, 331 Pages
1974, Oklahoma.

Price \$10.00

(Includes Four Sections Containing 13 Instructional Units)

- Section I: Design Process.
- Section II: Preparing to Build, Site Clearing and Excavation.
- Section III: Composition of Concrete, Construction Forms and Reinforcing and Finishing Concrete, Masonry, Obtaining a Job, Wood Frame Construction, Electrical Wiring, Plumbing.
- Section IV: Occupations Covered in the Construction Cluster, Expendable Supplies, Tools.

CAREER EXPLORATION, TRANSPORTATION CLUSTER
A Curriculum Guide, 278 Pages
1974, Oklahoma.

Price \$10.00

(Includes Six Sections Containing 11 Instructional Units)

- Section I: History of Transportation.
- Section II: Local and Suburban Transit, Highway Transportation, Rail Transportation, Unions and Collective Bargaining.
- Section III: Aviation.
- Section IV: Inland Water Transportation.
- Section V: Future.
- Section VI: Occupations in the Transportation Cluster, Expendable Supplies, Tools.

CAREER EDUCATION

CAREER EXPLORATION, A GUIDE FOR TEACHERS
A Curriculum Guide, 162 Pages
1970, Oklahoma.

Price \$ 1.75

This Guide is Designed for Use by Teachers to Plan and Implement
a Course in Careers for Grades 8,9, or 10, and Includes Four
Major Units: Know Yourself, World of Work, Use of Occupational
Information, and Career Education Planning.

CAREER EDUCATION, A COUNSELOR'S GUIDE
A Curriculum Guide, 67 Pages
1974, Oklahoma.

Price \$ 2.50

This Guide is a Module of Programmed Instruction to Provide
Counselors with a Clear, Concise Overview of Career Education and
Help the Counselor Understand What the Duties Would Be to Support
Career Education.

IN-SERVICE TRAINING

MOTIVATION AND DISCIPLINE IN THE VOCATIONAL
CLASSROOM: A DELPHI APPROACH
32 Pages, Kansas.

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A Manual Which Lists One Hundred and Forty-Four Tips, Strategies, and
Techniques on Motivation, Discipline, and Control in the Vocational
Classroom.

WRITING, TEACHING, AND SUPPLEMENTING
98 Pages, 1975, Oklahoma.

Price \$ 2.25

This Manual Consists of Three Units Dealing With the Fundamentals and
Procedures for Writing, Teaching, and Supplementing a Unit of Instruction.

COOPERATIVE EDUCATION

COOPERATIVE VOCATIONAL EDUCATION	Teacher's Guide Price	\$12.00
A Curriculum Guide, 547 Pages	Student's Guide Price	\$ 6.50
1972, Oklahoma.		

(Includes Seven Sections Containing 21 Instructional Units)

- Section I: Job.
- Section II: Finding the Right Job, Landing That Job, Education and Advancement.
- Section III: Essentials of Good Grooming, Wardrobe, Voice and Expression, Personality.
- Section IV: Human Relations, Customs and Policies.
- Section V: Telephone, Letter Writing.
- Section VI: Money Income and Budgeting, Banking Services, Credit, Savings and Investments.
- Section VII: General Insurance Information, Life Insurance, Health and Accident Insurance, Homeowner's and Automobile Insurance, Social Security.

INDUSTRIAL ARTS EDUCATION

INDUSTRIAL ARTS CBIE

CONCEPTUAL BASE FOR INDUSTRIAL EDUCATION IS DESIGNED FOR EXTENSION OF THE CAREER EDUCATION CONCEPT INTO THE MIDDLE SCHOOL YEARS. IT HAS BEEN ADOPTED BY THE ARMED FORCES FOR USE IN OVERSEAS DEPENDENT'S SCHOOLS IN EUROPE.

MATERIALS & PROCESSES

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Conception Base for Industrial Education
267 Pages, 1972, Kansas.

Seven Units of Instruction Have Been Developed in the Following Areas:
The Productive System, Classification of Materials, Forming Materials,
Separating Materials, Combining Materials, Finishing Materials,
Development of Products.

POWER & ENERGY

Price \$ 6.00

Conception Base for Industrial Education
425 Pages, 1972, Kansas.

Five Units of Instruction Have Been Developed in the Following Areas:
Introduction to Power and Energy, Mechanical Systems, Fluid Systems,
Electrical Systems, Combined Systems in Industry.

VISUAL COMMUNICATION

Price \$ 6.00

Conception Base for Industrial Education
435 Pages, 1972, Kansas.

Six Units of Instruction Have Been Developed in the Following Areas:
Orientation to Visual Communication, The Visual Communication Industry,
Photographic Communication, Technical Graphic Communication, Printed
Graphic Communication, Communication Dissemination.

INDUSTRIAL ARTS EDUCATION

GENERAL CONSTRUCTION TRADES	Teacher's Guide Price	\$12.00
A Curriculum Guide, 504 Pages	Student's Guide Price	\$ 6.50
1972, Oklahoma.		

(Includes Eight Sections Containing 18 Instructional Units)

- Section I: Safety, Hand Tools.
- Section II: Basic Measurement, Blueprint Reading.
- Section III: Becoming A Good Leader.
- Section IV: Selecting and Caring for Lumber, Figuring Bills of Materials, Wood Fasteners, Rafter Framing.
- Section V: Composition of Concrete, Reinforcing and Construction of Forms.
- Section VI: Introduction to Plumbing.
- Section VII: Brush Painting.
- Section VIII: Fundamentals of Electricity, Electrical Safety, Electrical Wiring Practices, Planning the Wiring Layout, Electrical Motors.

GENERAL MECHANICS CLUSTER	Teacher's Guide Price	\$10.00
A Curriculum Guide, 403 Pages	Student's Guide Price	\$ 6.50
1973, Oklahoma.		

(Includes Six Sections Containing 15 Instructional Units)

- Section I: Safety, Hand Tools.
- Section II: Basic Measurement, Blueprint Reading.
- Section III: Gas Welding, Use of the Cutting Torch, Oxyacetylene Fusion Welding, Oxyacetylene Braising.
- Section IV: Arc Welding, Position Welding.
- Section V: Engine Operation, Servicing Small Engines.
- Section VI: Repairing and Sharpening Tools, Metal Work, Soldering.

VOCATIONAL RELATED STUDIES

VOCATIONAL RELATED ENGLISH
A Curriculum Guide, 774 Pages
1972, Oklahoma.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Seven Sections Containing 37 Instructional Units)

- Section I: Know Yourself, Importance of School Records, Vocational Safety Rule Charades, Escape and Interpretative Literature, Collage Interpretation, Mood Doodling, Reading a Newspaper, Following Directions, Giving Directions, Word Games, Decoding, Social Security, Employment Agencies, Going on a Job Interview, Application Forms, Blueprinting.
- Section II: Capitalization.
- Section III: End Marks, Commas, Apostrophe.
- Section IV: Verbs, Verb Tense, Nouns, Pronouns.
- Section V: Simple Subject, Simple Predicate, Complete Subject and Predicate, Subject - Verb Agreement, The Sentence Base - Complements, Sentence or Fragment, Sentences.
- Section VI: Word Usage, Prefixes and Suffixes, Writing a Business Letter, Addressing an Envelope, Use of the Dictionary.
- Section VII: Student Self-Evaluation.

VOCATIONAL RELATED STUDIES

VOCATIONAL RELATED LIFE SCIENCE	Teacher's Guide Price	\$12.00
A Curriculum Guide, 585 Pages	Student's Guide Price	\$ 6.50
1975, Oklahoma.		

(Includes Eight Sections Containing 26 Instructional Units)

- Section I: Science in Daily Life, Investigation, The Microscope.
- Section II: Body Makeup, Breathing, Circulation, Digestion, Waste Removal, Ductless Glands.
- Section III: Basic Food Substances, Good Eating Habits, Where We Get Our Food.
- Section IV: Reflexes, How the Brain Controls Behavior, Habits, How We Learn, Teen-age Problems, How Drug Abuse Affects Behavior.
- Section V: Infectious Disease, Bacteria, Viruses, Noninfectious Diseases, Community Health.
- Section VI: Inherited Traits.
- Section VII: Conservation of Natural Resources, Pollution.
- Section VIII: Consumable Lab Materials, Nonconsumable Lab Materials.

VOCATIONAL RELATED STUDIES

VOCATIONAL RELATED MATH

A Curriculum Guide, 903 Pages
1972, Oklahoma.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Seven Sections Containing 39 Instructional Units)

- Section I: Measurement - Linear Measurement, Units of Measure, Figuring Board Feet.
- Section II: Whole Numbers - Math Translations, Place Value, Rounding, Addition, Subtraction, Multiplication, Division, Measure Your Progress.
- Section III: Fractions - Fraction Parts and Meaning, Proper, Improper, Mixed, and Equivalent, Conversion and Reduction, Addition, Subtraction, Multiplication, Division, Measure Your Progress.
- Section IV: Decimals - Place Value, Rounding, Addition, Subtraction, Multiplication, Division, Measure Your Progress.
- Section V: Percent - Conversion, Problem Solving.
- Section VI: Consumer Education - Wages, Managing Your Income, Installment Buying, Checking and Savings, Electricity.
- Section VII: Geometry - Geometric Figures, Perimeter, Area, Circumference and Area of Circles, Volume, Angles.

VOCATIONAL RELATED STUDIES

VOCATIONAL RELATED SOCIAL STUDIES
A Curriculum Guide, 540 Pages
1972, Oklahoma.

Teacher's Guide Price \$12.00
Student's Guide Price \$ 6.50

(Includes Four Sections Containing 30 Instructional Units)

- Section I: Know Yourself, Developing Your Personality, Basic Dress - Grooming, Career Exploration, Filling Out an Application, Getting Along on the Job, Salary and Deductions, Budgeting, Buy Now, Pay Later, Using a Checking Account.
- Section II: Local Government, Law Enforcement, Voting, Stars and Strips, Oklahoma National Guard.
- Section III: Buffalo Soldiers, Newspaper, Reading a Road Map, Planning a Trip, Rivers, Lakes, Parks, and Mountain Ranges of Oklahoma, Wise Use of Leisure Time.
- Section IV: Our Forests, Past and Present, Forest Industry, Oil in Oklahoma, Cattle Industry, Farm Crops, Basic Electricity and Electrical Safety, The Electric Industry, Kerr-McClellan Navigation System, Local Industry.

COOPERATIVE EDUCATION GENERALLY RELATED UNITS OF INSTRUCTION
(Sold in Sets of 30 for \$35.00 or individually as marked)

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Contains individual instructional guides entitled:

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- d. Fire Triangle and Its Control
- e. Electricity
- f. Emergency First Aid

Unit B: Applying For a Job (1.75@)

- a. Self-evaluation
- b. Locating the Right Job
- c. Writing a Letter of Application, Application Blank, Personal Data Sheet
- d. Job Interview - Follow-up letter, Tests, Tests, and Forms

Unit C: Business Math (1.75@)

Contains individual instructional guides entitled:

- a. Figuring Unit Prices
- b. Making Change
- c. Using a Ten-Key Adding Machine and Electronic Display Calculator
- d. Learning and Using the Metric System

Unit D: Your Future (1.75@)

Contains individual instructional guides entitled:

- a. Self-Evaluation
- b. Establishing Goals and Objectives
- c. Career Exploration
- d. Available Employment
- e. Advanced Training and Skills
- f. Your Future

Unit E: Money Management (\$1.75@)

Contains individual instructional guides entitled:

- a. Banking and Saving
- b. Credit
- c. Budgeting

Unit F: Training Station Site and Size (\$1.75@)

Contains individual instructional guides entitled:

- a. Site and Size of training stations
- b. Training Station history, ownership and management
- c. Rules, regulations, and policies
- d. Salary, payroll deductions, and fringe benefits
- e. Job records and responsibilities

- Unit G: Consumer Education in the Area of Clothing (\$1.75@)
Contains instructional guide entitled:
Comparison shopping in the clothing area
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b. Writing openings and closings
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- Unit I: Understanding Business (\$1.50)
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Basic knowledge of business principles
- Unit J: Consumer Purchasing: Cars (\$1.50@)
Contains individual instructional guides entitled:
a. Transportation needs and reasons for buying or leasing a new or used car
b. How to choose and use retail credit and know legal requirements of owning car.
c. Maintenance and Buyer Protection
- Unit K: Personal Development (\$1.50@)
Contains individual instructional guides entitled:
a. Grooming
b. Wardrobe
c. Physical Fitness
- Unit L: Labor Unions (\$1.50@)
Contains individual instructional guides entitled:
a. History of Labor Unions in U.S.
b. Understanding Labor Unions
- Unit M: Values Clarification (\$1.50@)
Contains individual instructional guides entitled:
a. Examination of components of value significance
b. Understanding values
- Unit N: Orientation to Cooperative Vocational Education Program
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b. Involvement in community
c. Understanding policies and procedures of the program.
- Unit O: Human Relations (\$1.50@)
Contains an instructional guide entitled:
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Identifying ownership, extent of liability to
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Contains an instructional guide entitled:
Discussion of factors that determine life styles
and housing.
- Unit V: How to Develop and use Task Analysis (\$1.25@)
Contains individual instructional guides entitled:
a. Step-key-point method of task analysis
b. Step by step task instruction guide
- Unit W: Social Security, Unemployment Insurance and Workmen's
Compensation (1.25@)
Contains an instructional guide entitled:
Examination of Social Insurances Available
- Unit X: Wage and Hour Laws (\$1.25@)
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b. Wages attainable
c. Working conditions
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Contains an instructional guide entitled:
Areas of crisis in family pertaining to personal loss
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b. Interpreting advertisements
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Contains an instructional guide entitled:
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Contains individual instruction guides entitled:
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KANSAS LEVEL III, Instructional Guides

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